

# Assembly of a Record Center Box

- The standard box for transfer to Maryland State Archives is the “File and Storage Box” available from Maryland Correctional Enterprises, Item 123139.
- No tape is needed if assembled correctly.
- Use of any other box type must be preapproved by the Archives.



# Step 1

- Open the cardboard to begin to form a box.
  - All sides should remain attached once opened.
- Turn upside-down
- Begin making the bottom. Fold the largest flap toward the center.

**Use this picture as a guide.**



## Step 2

- Fold the 2 smallest flaps in toward the center.
- These flaps should partially cover the first flap.

**Use this picture as a guide.**





## Step 3

- Fold down the final flap overtop all the previous.
- Keep a firm hand and push the end of this flap through the slit created by the previous three.
- This has locked the bottom of the box in place.

**Use these pictures as a guide.**



# The bottom of the box should look like...

**This.**



**NOT This.**



## Step 4

- Flip the box over so it is upright.
- You may begin to pack the box, or continue to the next step to secure the lid.

Inset Picture:

- You will see the flaps peeking through on the inside, but that is OK.





## Step 5

### Securing the Lid

- Fold down the two shorter flaps.

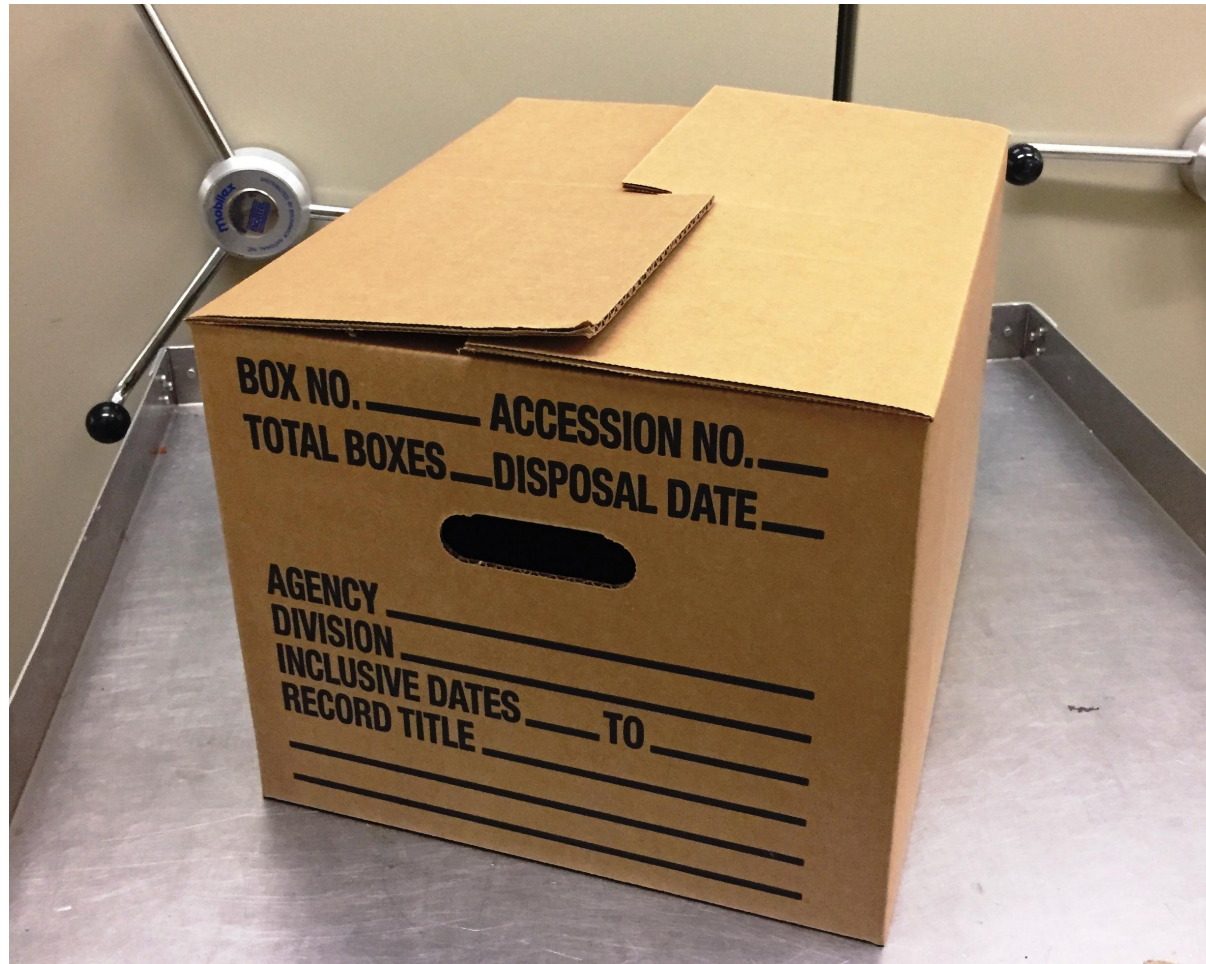
**Use this picture as a guide.**



## Step 6

### Securing the Lid

- Fold down the two longer flaps so they cover the previous two.
- Use the notches in these flaps to secure their closure.
- Fold in the handle flap on the front and back of box to aid in lifting the box once it is full.





# Do **NOT** overfill boxes.

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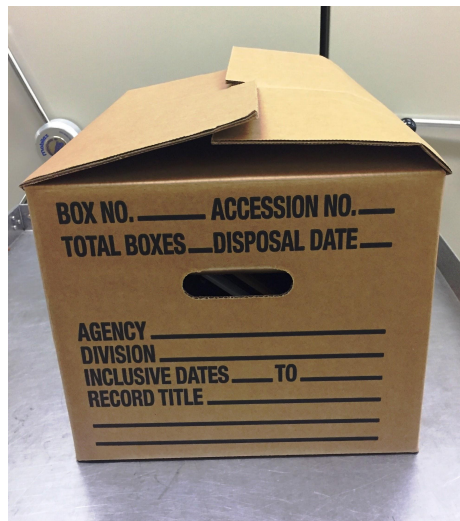
## Acceptable



Lid folds flat.

No signs of damage to the sides or a bent lid.

## Unacceptable



Box is overfilled. The lid will not close flat & is bent.  
Overfilled boxes will **NOT** fit on Archives shelving.

